ISC Online Registration Instructions

This document is designed to assist you in registering to attend the IATA Slot Conference, which requires a sequence of processes to get you fully registered - from accreditation to registration to final payment.

Accreditation

All delegates attending the IATA Slot Conference are required to be accredited by their organisation through the IATA Online Accreditation System (OAS) before registration. Each delegate already accredited by their Head Delegate (HOD) before registration opens will receive an invitation to register for the IATA Slot Conference.

HODs who are not yet accredited to attend the IATA Slot Conference are advised to follow the online procedure detailed on the OAS help pages. Details of how HODs can accredit, edit, or remove accredited delegates can also be found within this webpage. If you require further assistance on **accreditation,** please email slots@iata.org.

Registration

Registration confirmations and communications are sent from isc@iata.org. We encourage you to make sure the registration email address is saved to your Internet service provider's whitelist to make sure no information is lost.

The custom link from your invitation email will automatically prepopulate your individual information in the registration site. This information is pre-populated from the information your organization has provided within OAS. If changes are required, please request your Head Delegate (HOD) updates this information in OAS. This information will then automatically update in the online registration system within 48 hours (Mon-Fri). Kindly note, there will be no email notification of the change update.

To simplify the registration process for coordinators and facilitators that are accredited for multiple countries/airport sections, coordinators and facilitators will receive a single registration email. As the AppCal customization date approaches, coordinators and facilitators are required contact us at ymqappcal@iata.org to inform us of the countries/airport sections they will represent. This will ensure we provide the correct AppCal access and accurate information for your badges.

If the company name, 2/3 letter code or Head Delegate (HOD) name is incorrect please notify slots@iata.org with the correct information and IATA will make the changes within OAS as these fields cannot be edited by HODs.

HODs who are not yet accredited to attend the IATA Slot Conference are advised to follow the online procedure detailed on the OAS help pages. Details of how HODs can accredit, edit, or remove accredited delegates can also be found within this webpage. If you require further assistance on **accreditation,** please email slots@iata.org.

Registration is organised in different tabs. All fields marked by an asterisk are mandatory. Please complete all required information from "Personal Information" through to "Payment".

Visa application

Delegates requiring additional letters of support for their visa applications should complete all sections within the "Visa" application tab. Please ensure that you check your visa requirements as soon as possible to prevent any delay in your application. Kindly note the organizers cannot guarantee your visa issuance.

Your visa letter will be sent to you within 48 hours (Mon-Fri) of completing your registration.

Accommodation

We encourage you to book your accommodation in one of the official conference hotels to take advantage of preferential rates and to avoid disappointment . The links for the hotel reservations are available within the registration website along with inclusions, payment terms, reservation deadlines and cancellation policies.

Always **take note of the cancellation policies** stated on the hotel page and in your confirmation, these differ for each hotel and conference.

Online consent and Wi-fi Acknowledgment

Each individual delegate must confirm that they have had the opportunity to read and agree with the consent and Wi-Fi form otherwise they will be denied access to the conference.

Payment

The delegate registration fee is $200.00 US dollars payable once per delegate. A discount of $50.00 is offered to those registering 6 weeks after the registration opens.

The non-IATA Member Airline fee is $1,000 US dollars and is payable once per company per conference by each non-IATA member airline, in addition to the above per-delegate fee. If you have the option to pay this fee, your airline is not listed as an IATA member airline within the Online Accreditation System (a list of current IATA members is found here). All non-IATA member airlines are responsible for paying the non-IATA member airline fee. The registration will be complete only when both the delegate fee and the non-IATA member airline fee are fully paid.

After checking the current IATA members list, please email slots@iata.org if you believe there is a mistake or you have any questions.

Please ensure you read and agree with the Conference general sales and cancellation policies and select the appropriate payment method from our list.

- Credit Card: you will be redirected to our online payment platform to enter all your information safely. Cards accepted: Visa, Master Card, American Express or Discover.
- IATA Clearing House (ICH): You will be asked to provide your member number. If there is a mistake with your fee or discount code, please email isc@iata.org, before making any payment.

The HOD should inform their delegation how their registration will be paid for to ensure payment is correctly entered. Please see the examples below:

Group payment

Due to a change in the registration system used for IATA Events, we will no longer be able to provide the option to pay for your colleagues. Therefore, please ensure that your colleagues are prepared to pay for their own registration.

Individual delegate registration payment for IATA Member Airline/Coordinators & Schedule Facilitators

HOD informs delegates each individual will be paying for their registration. Upon completion of your registration, the delegate registration fee is automatically added to the payments page.

Individual delegate registration payment for Non-IATA Member Airline

HOD informs delegates which individual will be paying for the Non-IATA Member Airline fee and if possible, gives their name and/or registration number to enter during the registration process. (Registration number is provided upon completed registration.)

Representing more than one company

Delegates representing more than one organization will be sent individual registration links for each organization. Registrations will need to be completed separately for each organization they wish to represent at the IATA Slot Conference. This ensures the correct badge and virtual conference platform access is available onsite.

- If a delegate represents two IATA member airlines, only one delegate fee is payable.
- If a delegate represents two non-IATA member airlines, only one delegate fee and two non-IATA member airline fees is payable (one $1,000 USD payment per airline).
- If a delegate represents a non-IATA member airline and a member airline, s/he would pay one delegate fee and one non-IATA member airline fee (one $1,000 USD payment per airline).
- If a delegate represents a coordination organization and an IATA member airline, s/he would pay only one delegate fee.
- If a delegate represents a coordination organization and a non-IATA member airline, s/he would pay one delegate fee and one non-IATA member airline fee (one $1,000 USD payment per airline).
- If a delegate represents more than a country/airport sections, coordinators and facilitators will receive a single registration email. As the AppCal customization date approaches, coordinators and facilitators are required to contact us at ymqappcal@iata.org to inform us of the countries/airport sections they will represent. This will ensure we provide the correct AppCal access and accurate information for your badges.

Confirmation

A confirmation message will appear as soon as your registration is completed. You will also receive a confirmation email. Your invoice (if applicable) will be enclosed to the email and available in your personal space in the future.

Contact us: isc@iata.org

If you have other questions on these registration instructions, our team is available at isc@iata.org and will get back to you in the next 48 hours (Mon-Fri) following receipt of your email.